



Staff Vacancy Announcement

Position Title: Wetland Digitizing Technician (Computer Specialist I) - # 131050 & # TBA
Recruiting for two (2) Full-time positions
Department: MT Natural Heritage Program (MTNHP)
Closing Date: Open Until Filled, Screening to Begin, Thursday, October 11, 2007
(Applications received after 5 p.m. on 10/10/07 may be considered)
Work Schedule: Full-time, 12 months/year, 1.0 FTE
Location: To be determined, Helena, MT or Missoula, MT
Minimum Entry Rate: \$12.724/hr. - \$14.028/hr.
Union Affiliation: Montana Public Employees Association
Probationary Period: Six months minimum
Benefits Include: Insurance package; mandatory retirement plan; partial tuition waiver; professional development/wellness program

Primary Functions

- Position will use ArcGIS software to digitalize, rectify, and qualify control wetland and riparian polygons on digital imagery, and will create and manage an associated ArcGIS geodatabase with tabular data; maintains related hard-copy and digital documentation and will participate in quality control procedures; assists MTNHP staff biologist to identify wetlands both in the office and in the field; assist with maintaining related software; performs other duties as assigned

Minimum Job Qualifications

High school graduation and three (3) years of relevant related work experience, or an equivalent combination of education and experience

Required Knowledge, Skills, and Abilities

- Demonstrated knowledge of principals of geography and cartography
- Knowledge of or ability to learn and apply USFWS standards and MTNHP policies and procedures
- Demonstrated organizational, time management, multi-tasking, and problem-solving skills; handle multiple and complex tasks with the highest degree of accuracy and attention to detail
- Effective interpersonal, oral and written communication skills, including ability to work with a diverse group of individuals, and to establish and maintain good working relationships
- Ability to work independently with guidance
- Demonstrated experience in the operation of personal computers and a variety of word processing and database software programs with the ability to learn new software
- Ability to create and maintain accurate records
- Must be available to work evenings, weekends or holidays on an occasional basis

Physical Requirements of the Position

(Qualified candidates must be able to meet minimum requirements and perform the primary functions of the position with or without reasonable accommodation.)

- Ability to work outdoors under all weather conditions

Preferred Qualifications

- Bachelors Degree in Information Science, computer science, remote sensing, natural sciences, cartography, and/or geography
- Two years experience with ArcGIS geodatabase
- Experience with vegetation science, remote sensing, aerial photography interpretation, and/or land cover mapping
- Familiarity with Western wetlands and/or riparian areas

HOW TO APPLY

Cover letter addressing the position number and title applying for and the above-described knowledge, skills, abilities, and job qualifications

Detailed resume listing education and describing work experience

Contact information for three professional references*

Authorization for Criminal Background Investigation form

Apply directly to:

Office of Human Resource Services
EL Center Room 252; Missoula, MT 59812
(406) 243-6760; Fax (406) 243-6095
staffjobs@mso.umt.edu

Criminal Background Investigation is required prior to Offer of Employment

In accordance with University regulations, finalists for this position will be subject to criminal background investigations.

ADA/EOE/AA/Veteran's Preference

Qualified candidates must be able to meet minimum requirements and perform the primary functions of the position with or without reasonable accommodations. As an Equal opportunity/Affirmative Action employer, we encourage applications from minorities, Vietnam era veterans, and women. This material is available in an alternative format upon request. Qualified candidates may request veterans' preference in accordance with state law.

References. *References in addition to those listed on the application may be contacted without applicant's prior approval.

Testing. Individual hiring departments at UM-M may elect to administer pre-employment tests, which are relevant to essential job functions.